


# Welcome Packet

PRESCHOOL - 8<sup>th</sup> GRADE

Gearing Up for School Year 22-23



Welcome  
To The  
Wellspring Crew!  
Bienvenidos!



**WELLSPRING**  
CATHOLIC ACADEMY  
OF ST. BERNADETTE

# Welcome to Wellspring!

After some much needed rest and rejuvenation for all of us, we've been back at work this summer reviewing, updating, and clarifying many important policies and protocols to ensure that everyone returns to a safe, clean, beautiful, and welcoming learning environment in August. The full articulation of school policies will be shared in the Wellspring Student & Family Handbook, but this Welcome Packet intends to cover some of the most important policies that you may be wondering about, subject to some edits before school resumes. Check it out!

## What's In This Packet...

I. Welcome from Mrs. Avery Coats! .....	p. 3
II. Announcements.....	p. 4
III. Additions This Year.....	p. 5
IV. Schedule & Academic Calendar .....	p. 6
V. Before & After School Care .....	p. 7
VI. Snack & Bring Your Own Lunch .....	p. 8
VII. Dress Code .....	p. 9-11
VIII. FACTS Online Tuition Payment & Student Info System .....	p. 12
IX. Family Enrollment Check List .....	p. 13



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A Catholic EL Education (Expeditionary Learning) School // [www.ELeducation.org](http://www.ELeducation.org)



# 1. New Beginnings



Hello to our Wonderful Community!

July 2022

What an honor it is to be writing this letter to each of you. As you now well know, Mr. Bernardin has moved to Washington state to welcome their third child and spend more time with his family. As a result, I have been handed the task of filling very large shoes! Any change can be scary, but please rest assured that Robbie, Father Joe and I have a shared vision: to build a thriving and flourishing school. That also means, I need a lot of help from you. We are CREW, not passengers!

I can't wait to meet each and every one of you, get to know your families, and do what I can to foster an effective learning environment as we strive to build active, faithful members of our greater community. I ask that you read through this packet as a family as it is filled with important information for the upcoming school year, and hopefully answers some questions you may already have.

Before your dive into this welcome packet, here are a few important highlights:

- **Back-2-School Ice Cream Social** – Mark your calendars for our Back-2-School Ice Cream Social and Teacher Meet-&-Greet on Monday, Aug. 15<sup>th</sup>, 2022. Drop by between 5:00 – 6:30 pm!
- **First Day of School** – August 17 - This will be noon dismissal for students. Before and after care not available on this date.
- **New Crew Members**– I am not the only new crew member! We will be welcoming Ms. Metz, our new 2<sup>nd</sup>/3<sup>rd</sup> teacher, Ms. Ahearn, our new 4<sup>th</sup>/5<sup>th</sup> teacher and Ms. Fehn who will be offering interventions to our students. We will also be welcoming Mr. Mack back as a full time staff member who will not only be heading our middle school department, but has also agreed to be our Dean of Students. Please help me in offering these new crew members a warm welcome. A newsletter with their photos and bios is soon to follow!
- **Celebrations** – Our first celebration of the year goes to Ms. Alely who has been promoted to Operations Manager. We all know that she is the glue that holds this place together and we couldn't be happier that she continues to give this community her all. Congratulations, Ms. Alely!
- **New Additions**– Please take time to thoroughly read this page in the packet as we are introducing a few new policies to add to the success of this year.

As St. John Paul the Great proclaimed (straight from the Bible) DO NOT BE AFRAID! New beginnings, although unknown, are *exciting*. Join me as we embark on an incredible journey this year building a strong community and deepening our formation. Enjoy the last weeks of your summer vacation!

Peace in Christ,

**Avery Coats** | Head of School | [Avery.Coats@GoWellspring.org](mailto:Avery.Coats@GoWellspring.org)

# 2. Announcements



## Important things to Note:

### **Cafeteria**

- We are excited to announce that K-8 will be transitioning down to the cafeteria daily to enjoy lunch in community! It is important to move around throughout the day and have periodic changes in scenery so opening the cafeteria is another step forward to utilizing all of our beautiful spaces.

### **St. Bernadette 75<sup>th</sup> Anniversary Fundraiser**

- Mark your calendars for September 12. Beginning with mass at 4pm and followed by a reception, we will be celebrating the 75<sup>th</sup> anniversary of our parish. There will be a silent auction, dinner, and presentations from different community member representatives. Kids are welcome and will be gathering in the gym with food, games, and movies (Babysitting included). Tickets are \$20 per person or \$100 per family and can be purchased in the parish office. All proceeds of this event will go towards our playground project!

### **Playground Project**

- As you all know, our grant was awarded to renovate our play space. We are planning on breaking ground this fall and opening this new, beautiful space in the spring of 2023. One of our community members, Erin Floyd, has taken the position of project manager and is working diligently to ensure the success of this project. Thank you, Erin! While we are under construction, we will be utilizing the softball field and gym as alternative recess locations.

### **Wellspring Catholic Academy School App**

- If you haven't already, please download our school app! If you go to the app store, search for Wellspring Catholic Academy, you will find our app with our school crest as the thumbnail. Please download this. It is connected with your FACTS account. We will be transitioning to this as our main mode of communication, specifically announcing school closures such as snow days and other immediate announcements. You can also pull up our school calendar easily through the app, communicate with teachers, pay tuition, etc.

### **Virtus Training**

- As you know, each parent is required to attend (either in person or virtually) Virtus training. This is especially important this year to complete the required service hours. You may sign up online: <https://archden.org/protection/safe-environment-classes/>

### **Resource Page**

- Our website, in particular our resource page, contains a wealth of school and family information. Please visit these websites and let us know of additional areas of interest to you.

### **Handbook and Signature**

- You have received the student and parent handbook. If this packet leaves you with some unanswered questions, they should be answered in the handbook! There are signatures on the last page (including a photo release). These signature pages are due by August 22.

# 3. Additions This Year



## New Policies

### Family Volunteer Hours

- We are a small, but mighty crew and run on the generosity of others. In the tradition of EL, as we teach our students that we are crew, not passengers, we are asking the same of our families. In this spirit, we are asking each family to volunteer 12 hours (or more!) throughout the calendar year (ending on July 31, 2023).

Volunteer opportunities include, but are not limited to:

- Field Day and other school activities
- Library
- Coaching and other clubs
- Fundraisers
- Lunch and recess duty
- After care on PD half days (Noon – 3:30)
- Summer Cleaning Days

Thank you for making this 12+ hour sacrifice for the betterment of our school community – you are greatly appreciated!

### Electronic Device Policy

- At the end of every school year, we encourage all community members to share new ideas to improve the education of our students for the upcoming year. After taking these ideas into consideration, we found an area of concern involves students being distracted by their devices. In order to promote even more student engagement, void of unnecessary distractions, we are asking students to check in all electronic devices upon arrival where they will be locked safely away until dismissal. Specific procedures and details are explained in the Student and Parent Handbook

### Principal Office Hours

- I can't wait to meet all of you this year! I will be opening my doors to parents and community members most Mondays from 8:30-9:30am for office hours. This is a time to stop by and say hello, share ideas, build relationships, express concerns, etc. This can be done in-person or virtually for those who are unable to leave work. However, if there is a more pressing issue, I ask you to schedule an appointment for a different time.

### 7<sup>th</sup> & 8<sup>th</sup> Grade Retreats

- We are excited to roll out our Adventure Retreats this year! We will have two student retreats this fall. The 7<sup>th</sup> & 8<sup>th</sup> grade girls retreat will be August 23-25<sup>th</sup> at Annunciation Heights and the 7<sup>th</sup> and 8<sup>th</sup> grade boys retreat will be October 19-21<sup>st</sup> at Annunciation Heights. Chad Harman, our Adventure Coordinator, will be sending out more information regarding these retreats very soon!

## The Angelus Prayer

As a Catholic school, we strive to deepen our relationship with God everyday. This year, we are deepening our formation as crew by joining in an ancient practice. Our Catechism teaches us, "Whether we realize it or not, prayer is the encounter of God's thirst with ours. God thirsts that we may thirst for him." (CCC 2560)

This year, we will pray *The Angelus* everyday at noon wherever we are in the daily schedule. *The Angelus* is an ancient prayer, dating back to the 16<sup>th</sup> century, where believers would pause three times a day to reflect and give praise to one of the greatest moments in history: when Christ was born for our salvation.

Holy cards with beautiful images and the prayer will be made available to all students and families. We encourage you to pray this as a family and read up on the history of this prayer. It is a wonderful way to pause your day and reflect on this gift of God's grace.

# 4. Daily Schedule & Academic Calendar



Our schedule and academic calendar have been designed not only to maximize learning time but also to reflect our root beliefs and core values. To support families, our school start time is a bit later than other schools and operates as a “Flexible Drop-Off Window” – the aim of this policy is to decrease the stress many families feel in the morning (constantly feeling as if they are late), allowing more time for adequate sleep, having breakfast together, and starting the day with a more leisurely pace. We also start the school year 1 week earlier than most Catholic schools to allow us to build in more flexible time off during the school year, eg: our 1-Week Mid-Winter Break in February. We believe our schedule and calendar reflect our desire to support the flourishing of our families, students, and teachers.

## Daily Schedule

### Normal School Day:

Start of School Day: 9:00 am with a flexible drop-off time between 8:30 – 8:55 am

End of School Day: 3:45 pm

### Before & After School Care (Additional Cost):

Before School Care: Can drop off as early as 7:30 am until 8:30 am.

After School Care: 3:45 pm – 5:30 pm. And 3:45 – 5:00 pm on Wednesdays

## Academic Calendar

### Weekly & Monthly Recurring Calendar Items:

- Weekly School/Parish Mass: Thursdays, 9:20 – 10:00 am with the St. Bernadette parish community
- Faculty & Staff Professional Development (PD): Half-Day (Noon Dismissal) on 1<sup>st</sup> Monday of Each Month\*
- Community Crew: Mondays 9:30 – 10:00am Community members may watch via Facebook Live
- Principal Office Hours: Mondays 8:30 – 9:30

\*If we do not have school on the first Monday of the month for any reason, then the Half-Day will be the next Monday.

### Academic Calendar | Fall Semester, 2022

- 8/8/2022 – Faculty & Staff Return, Normal Off. Hours
- 8/15/2022 – Back-2-School Ice Cream Social, 5-6:30pm
- 8/17/2022 – First Day of School (Half Day)
- 9/5/2022 – NO SCHOOL, Labor Day
- 9/12/2022 – Half Day, Staff PD
- 10/3/2022 – Half Day, Staff PD
- 10/28/2022 – NO SCHOOL, Student-Led Conferences
- 11/7/2022 – Half Day, Staff PD
- 11/23/2022 – Half Day, Thanksgiving Break
- 11/24-25/2022 – NO SCHOOL, Thanksgiving Break
- 12/5/2022 – Half Day, Staff PD
- 12/8-9/2022 – No SCHOOL, AoD PD
- 12/22-30/2022 – NO SCHOOL, Christmas Break

> Half-Day's = Noon Dismissal (NO LUNCH)

> Calendar on our website: <https://qowellspring.org/our-calendar/>

> Add our school Google calendar (Name: “Wellspring Catholic Academy – Public Calendar”) to your personal calendar app.

### Academic Calendar | Spring Semester, 2023

- 1/10/2023 – Classes Resume
- 1/16/2023 – NO SCHOOL, Dr. MLK Jr. Day
- 2/6/2023 – Half Day, Staff PD
- 2/20-24/2023 – NO SCHOOL, Mid-Winter Break
- 3/6/2023 – Half Day, Staff PD
- 3/10/2023 – NO SCHOOL, Staff PD at AoD
- 3/17/2023 – NO SCHOOL, Student-Led Conferences
- 4/5/2023 – Half Day, Staff PD
- 4/6-14/2023 – NO SCHOOL, Easter Break
- 5/1/2023 – Half Day, Staff PD
- 5/29/2023 – NO SCHOOL, Memorial Day
- 6/2/2023 – Last Day of School (Half Day)

# 5. Before & After School Care and Preschool Extended Day



To support the needs and work schedules of our school families, we believe that offering before and after school care is critical to our mission. Our small before & after care program has a limited number of available spots, so please act quickly. Spots will be assigned on a first-come, first-serve basis.

 **To reserve a Before and/or After Care spot(s) for your child(ren), please contact the school office for a registration form. Enrollment is on a first come – first served bases.**

## Preschool Announcement

Due to staffing constraints, we are unfortunately unable to offer before and aftercare for our pre-school. Because of licensing, we are unable to combine rooms with our K-8 program. I know this may cause issues with some families. If this is the case for you, please contact Mrs. Coats or Ms. Alely and we can work with you to find a solution.

I pray this is only temporary as I will continue to work hard to find staffing for next school year. I thank you for your understanding to this great inconvenience.

## Before & After Care, K-8

The Kinder – 8<sup>th</sup> Grade Before/After School Program is envisioned to offer a safe, relaxing environment for students who need to arrive early or stay late. Activities include: community building, games, art projects, outside activities as well as homework support and reading time. To start the year, we will have only 1 staff person monitoring this program, thus our program limit will be 15 students.

**Total Number of Available K-8 Spots:** 15 (Required Student to Staff Ratio: 15:1)

### Time:

Before School Care: Can drop off as early as 7:15 am, up until 8:30 am.

After School Care: 3:45 pm – 5:30 pm.

### Cost:

Before School Care ONLY or After School Care ONLY:	\$75 per student per month
BOTH Before & After Care:	\$140 per student per month

### Note:

-Before Care will begin August 22, 2022

-After Care will begin August 18, 2022

-After Care on Wednesdays will end at 5PM due to staffing constraints

-At this time, we are unable to offer After Care on early dismissal days, but we are working on finding a volunteer to cover those times



# 6. Snack & B. Y. O. L. (Bring Your Own Lunch) Guidelines



We all know that prepping snacks and meals is hard work! We are so grateful to each parent for doing the extra work each day to prep food for your kids for school, and as parents ourselves, we know how it is... making snacks and lunches is a chore and often the last thing we want to do each evening or morning, but it's a labor of love. Your kids (& their teachers) appreciate it! In this spirit, we do not want snack and lunch prep to be a huge burden for anyone, and we all know that there are days when we just don't have much in the pantry or the fridge... Nonetheless, it is crucial for the physical health and learning success of our kids to ensure that they get a healthy, hearty meal and snack while at school. So when prepping a school lunch and/or daily snack for your child(ren), just follow these 3 Simple Rules, guided by the renowned nutritionist and author, Michael Pollan's, advice for eating in a way that promotes healthy bodies, healthy minds, and a healthy planet: **Eat (Real) Food. Not too much. Mostly plants.**

## 3 Simple Rules

### 1. EAT (REAL) FOOD: Pack Fresh & Ready Foods

**DO** pack fresh and ready snacks that are easy and healthy for kids, like fresh fruits & veggies, fruit purees (like applesauce packs) dried fruit & nut mixes (mind allergies), whole grains, trail mixes, or healthy granola or protein bars (i.e. luna bars).

**DO** pack food that can be served & enjoyed cool and stays fresh without refrigeration.

- Meal Ideas: Sandwiches, Wraps, Salads, Meat & Cheese Spreads, Go-Gurt, Hummus & Dips, Rice & Beans, & More.

**DO** encourage water-drinking and make sure your child has his or her water bottle.

**DO** include a little sweet treat from time to time, like couple of Oreos or Gummy bears, to keep it special.

**DON'T** include too many overly processed & packaged snacks if you can... While fun to include as treats, these nutrient-weak foods don't give lasting sustenance, so pack them in light moderation.

**DON'T** pack foods that must be warmed up, like soup, mac-n-cheese, leftovers, etc. Warming up food in the microwave takes up a large portion of teacher's time during the lunch period, is not technically permitted.

**DON'T** regularly send sugary drinks, like juice or Starbucks. Soda is never allowed for students.

**DON'T** regularly pack lots of sugary foods (generally avoid candy, hostess cakes, fruit snacks, gummies, etc.)

### 2. NOT TOO MUCH: Pack a Right-Size Meal & Snack

**DO** prepare a Right-Size lunch... Ensuring enough food is provided for a robust lunch and a snack as well, but not an overwhelming amount.

**DON'T** pack too little or far too much... Kids' brains and bodies are growing, so they need plenty of nutrients.

### 3. MOSTLY PLANTS: Pack A Natural Nutrient Punch (Veggies, Fruits, & Protein)

**DO** pack PLENTY of fresh veggies & fruits, like:

- Veggie Ideas: Cucumbers, Bell Peppers, Carrots, Tomatoes, Broccoli, Celery, Cauliflower, Sugar Snap Peas, Salad Greens, Roasted Sweet Potatoes, & More.
- Fruit Ideas: Apples, Avocados, Berries, Bananas, Cutie Oranges, Pears, Grapes, Melon, Kiwi, Peaches or Nectarines, Pineapple, & More.

**DO** include PLENTY of protein, like: Meats, Cheese, Beans (like garbanzo's), Hard-Boiled Eggs, Dairy (yogurt), Hummus, & Nuts (if no allergies exist).

**DO** include SOME whole grains, like: rice, quinoa, whole-wheat bread, tortillas, baked tortilla chips, whole-grain crackers.

**DON'T** pack overly processed or canned fruits (like fruit cups, which often include lots of added sugar) or starchy, carb-heavy foods like French fries (potatoes)... rely on fresh fruits and veggies when you can.

**DON'T** include Nuts & Nut Butters if your classroom has allergies – Ask teacher if unsure.

**DON'T** overload on snacky foods with empty carbs (like chips, cookies, donuts, some crackers, fried foods, etc.) – keep them in moderation.

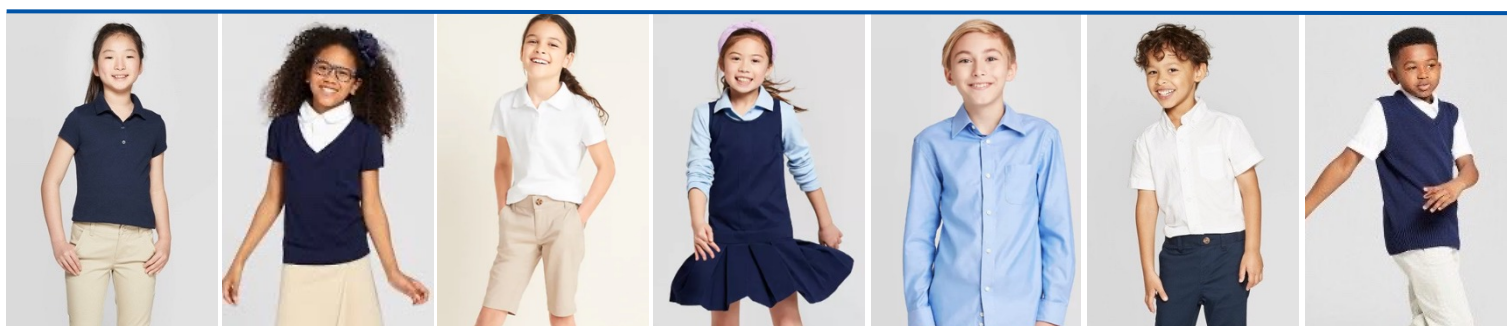


# 7. Uniform & Dress Code Information



Unlike other schools that may utilize a strict dress code as a way of enforcing firm discipline (perhaps in absence of other authentic ways of forming students in the ways of self-discipline and self-respect), our policy aims to create a uniform that keeps things simple and attractive, while uniting our student body "as one" (as the word "uni-form" means). Through our uniform, we believe in a unity through diversity. Our uniform policy allows students to be comfortable and appropriately self-expressive, within the bounds of a dress code that ensures all students present themselves with pride and age-appropriate professionalism. Above all, we hope to keep it relaxed, simple, natural, affordable, flattering, & chic.

## Normal Dress Code



Article	Style	Colors	General Guidance
Shirts	Polo (Collared) or Oxford (Button-Up/Blouse), Short or Long-Sleeved	White, Light Blue, or Navy Blue	Aim for a flattering fit: not too tight, not too baggy. Generally expected to be tucked in.
Pants & Shorts	Typical non-denim khaki material, with belt loops. NO sweats, leggings, etc.	Khaki or Navy Blue	Aim for a flattering fit: not too tight, not too baggy. Pants or shorts can be worn all year. NO Sweatpants or stretchy pants.
Skirts, Skorts, & Jumpers	No Particulars.	Khaki, Navy Blue, or Approved Plaid	Girls Only. Skirts, Skorts, & Jumpers can be worn all year long.
Leggings & Tights	No Particulars.	Khaki or Skin-Tone, Navy Blue, White, or Black (No patterns)	Girls Only. Can only be worn UNDER skirts or jumpers.
Sweaters, Cardigans, Vests, & Sweatshirts	Non-hooded, school-branded or school colored sweaters, cardigans, vests, or sweatshirts.	Navy Blue or other school-approved color (No patterns or graphics)	V-Neck or Crew-Neck are fine.
Shoes	Wear what is comfortable to be active in: Sneakers or Tennis shoes, Flats, Boots, Closed-toed shoes. For Safety Reasons, No Flip-Flops, Open-Toed Sandals, or Shoes with Raised Heels.		
Belts	Only required for students in grades 2nd & above. Do not have to be only brown leather, just keep them professional and tasteful, nothing vulgar, offensive, or overly distracting.		

# 7. Uniform & Dress Code Information *(Continued)*



## Normal Dress Code, Cont'd

Article	General Guidance
Socks	Be comfortable & expressive - fun socks encouraged! Keep it tasteful, nothing vulgar.
Hair	You be you, just ensure that it is well-kept, respectable, and professional - nothing too distracting. For girls, playful & tasteful bows and headbands are fine.
Accessories & Make-Up	Keep it simple, tasteful, subtle, and not distracting. Nothing too distracting or expensive. <ul style="list-style-type: none"> <li>○ <u>Nail Polish</u>: Fine, just keep it tasteful.</li> <li>○ <u>Make-Up</u>: Not too much. Keep it natural - you're beautiful just the way God made you!</li> <li>○ <u>Jewelry</u>: Simple and not expensive (the school is not responsible for lost, stolen, or damaged jewelry), and we don't want this to become a problem or stressor.</li> <li>○ <u>Earrings</u>: Small earrings or studs only. No hoops or dangly earrings, for safety reasons.</li> <li>○ <u>Smartwatches</u>: No Smart Watches are allowed, as they are a distraction for many and can be used as a status symbol that separates students, which is counter to our mission.</li> </ul>

## Dress/Mass Uniform

The "Dress/Mass Uniform" offers our students a way to dress up and look polished in a consistent way. It is not only about presenting ourselves well for mass or other special occasions, but also to teach the importance of and the skills needed to dress oneself well for professional or formal setting.



Article	Style	Colors	General Guidance
Shirts	Oxford (Button-Up/Blouse), Short or Long-Sleeved	White Only	Aim for a flattering fit: not too tight, not too baggy.
Pants	Non-denim khaki, with belt loops, no cargo pockets.	Khaki Only	Aim for a flattering fit: not too tight, not too baggy. Pants Only, No Shorts.
Skirts	No Particulars.	Khaki Only	Girls Only. No Skorts or Jumpers
Cardigans	Button-Up, School Emblem	Navy Blue	Purchased from school for minimal cost.
Ties & Neckerchiefs	Ties (Clip-On for Preschool - 3rd grade; Real Ties for 4th & Above) Neckerchiefs for Girls.	Gold	Purchased from school for minimal cost. Boys in 4 <sup>th</sup> Grade & above will learn how to tie their ties properly.
Shoes	Dress Shoes Encouraged, but wear what is comfortable.		

All other general uniform guidelines still apply, as it relates to belts, hair, accessories, etc.

# 7. Uniform & Dress Code Information *(Continued)*



## Relaxed Dress (Friday's)



Article	Style	Colors	General Guidance
Shirts	Wellspring T-Shirts with School Emblem or Brand	Blue or Any School-Issued Color	Aim for a flattering fit: not too tight, not too baggy. New Wellspring T-shirts are available for sale in the office.
Pants or Shorts	Jeans, without large holes (some texturing is fine)	Normal Range of Denim	Aim for a flattering fit: not too tight, not too baggy.

Students can still opt to follow the normal dress code on any Friday or other day when we wear relaxed dress. On "Relaxed Dress" days, all other general uniform guidelines still apply, as it relates to sweatshirts, belts, hair, accessories, etc.

## Weekly Schedule

Weekday	Dress/Uniform Expectation
Monday – Wednesday	Normal Dress Code
Thursday (Mass Day)	Dress/Mass Uniform
Friday*	Relaxed Dress: Wellspring T-Shirts and Jeans (NOT a "Free Dress" day)

There will be other days throughout the school year when students will be invited to wear "Free Dress," of the clothing of their choosing. Obviously, there are some guidelines that must be adhered to for "Free Dress," and these guidelines will be laid out in more detail in full Student & Family Handbook, forthcoming in August.

*\*In the event that we do NOT have school on a Friday for any reason, the relaxed dress day is OMITTED for that week – it does NOT move to Thursday. On Thursdays, we attend Mass, so the expectation is that students wear their Dress/Mass Uniform every Thursday.*

## Online Uniform Store

We've partnered with French Toast to create an online uniform store where you can buy Wellspring uniform clothing, with or without our school logo! This is by no means required, and you are free to purchase your uniform clothing from any store you prefer, but we hope this online store option saves you time, money, & hassle. This store is also the spot where you can order your cardigans with the school emblem for Mass days.

**FRENCH  
TOAST®**



**Use this link to visit our Online Wellspring Uniform Store:**

<https://www.frenchtoast.com/schoolbox/schools/wellspring-catholic-academy-of-st-bernadette-QS61NMI>

# 8. FACTS Tuition Management & Student Information System



To facilitate a smooth and seamless experience for our school families, teachers, and administration, we're continuing our partnership with FACTS as our integrated online family portal. Each **new** parent will create an online account through which they will be able to check student grades, view attendance, update family information, and pay tuition online!



**Use this link to create an account @ the Wellspring FACTS Portal:**

<https://sb-co.client.renweb.com/pwr/>

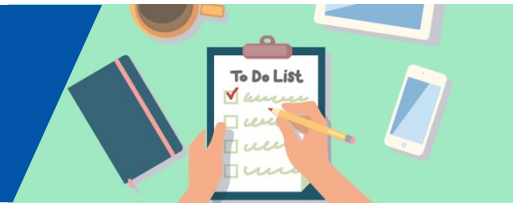
## Online Tuition Payment

While you can still opt to pay your tuition in the school office with cash or check if you prefer, with FACTS, we are able to offer expanded flexibility for making payments. You will be able to easily pay your tuition online, download tuition statements, utilize the web-based interface for account viewing, get email reminders for tuition payments, and change payment methods whenever. The system will be setup for you to reflect the specific tuition amount you signed for in your tuition contract, so monthly payments have never been easier. Here are the ways to pay.

- **Online Automatic Payment from Bank Account (ACH)** – This is the preferred payment method, which has no additional fees associated with processing the payment. Just connect your bank account in FACTS, and easily set up monthly automatic payments.
- **Online Credit/Debit Card Payments (One-Time payments or Recurring monthly payments)** – Credit & Debit card payments are accepted through FACTS, however, please know that as in the past when paying with Square in the office, credit card payments are subject to a modest 3% upcharge to offset the credit-card processing fee. If you plan to pay with a Credit or Debit card, please let the school office know, so we can set this up accordingly.
- **Payment Over the Phone** – FACTS does allow for tuition payments to be made over the phone by calling their help line.
- **Check or Cash, In Person** – These payments can still be made in the school office and will be manually recorded in FACTS, so they appear on your online statements.



# 9. Final Enrollment & Registration Checklist



We are so thrilled that you’ve chosen to enroll your children with us and join the Wellspring Community! As you prepare for the start of the school year this August, we want to help you (and help us) stay organized. Here’s a master check-list of the things we’ll need from you before your children start school on the first day.

## To-Do List

Action Item	Directions
<input type="checkbox"/> Registration Packet	Complete (Online or Hard Copy) & Sign
<input type="checkbox"/> Variable Tuition Program (VTP) Application & Income Verification	If applying for financial aid / tuition assistance, you must have completed the VTP application online and verified your income with copy of your 2021 tax return or other acceptable tax or income document.
<input type="checkbox"/> Tuition Contract	Review & Sign with Mrs. Avery Coats
<input type="checkbox"/> Wellspring Catholic Academy App	Download our app and sign in with your FACTS information
<input type="checkbox"/> Emergency Contact Form	Additional Form included in the Reg. Form (Hard Copy). 1 per family.
<input type="checkbox"/> Home Language Questionnaire	Additional Form included in the Reg. Form (Hard Copy). 1 per family.
<input type="checkbox"/> Medical History Form	Additional Form included in the Reg. Form (Hard Copy). 1 per child.
<input type="checkbox"/> Authorization to Administer Medication (If Applicable)	Additional Form included in the Reg. Form (Hard Copy). 1 per child, for any child who may need the school to administer medication for him or her.
<input type="checkbox"/> Health Appraisal	Additional Form included in the Reg. Form (Hard Copy). 1 per child in Preschool or Kinder, completed by medical personnel at pediatrician or clinic.
<input type="checkbox"/> Birth Certificate(s)	Supplemental Doc: Submit a copy for each student enrolled.
<input type="checkbox"/> Immunization Records	Supplemental Doc: Submit up-to-date copies for each student enrolled.
<input type="checkbox"/> School Records (If Applicable)	Supplemental Doc: Submit records from previous school(s) attended.
<input type="checkbox"/> Sacramental Docs (If Applicable)	Supplemental Doc: Submit certificates of Baptism, Confirmation, etc.
<input type="checkbox"/> Custody Paperwork (If Applicable)	Supplemental Doc: Submit legal custody paperwork if applicable.
<input type="checkbox"/> Safe Environment Training <i>Typically this class is in-person, but it is now offered online due to COVID-19.</i>	All adults in family must take the SET course offered through the Archdiocese of Denver. If you already taken it and have a certificate, it is valid for 5 years and can be renewed online thereafter. Use this link to find and register for upcoming classes: <a href="https://archden.org/safe-environment-training-classes">https://archden.org/safe-environment-training-classes</a>
<input type="checkbox"/> School Handbook	Sign & Return the Family Signature Page.